How to Log Your Work Search and File a Weekly Claim Online

INTRODUCTION:

As of 3/15/2013, an enhanced feature has been added to your weekly claim and work search log. Prior to 3/15/2013, you were required to log your work search AFTER you filed your claim for weekly benefits so you were entering job contacts that you had made the previous week. The new enhancement allows you more flexibility in entering your job contacts. You may choose one of the two following options in deciding when to log your work search.

1.) You may log your work search contacts during the process of filing your weekly claim.

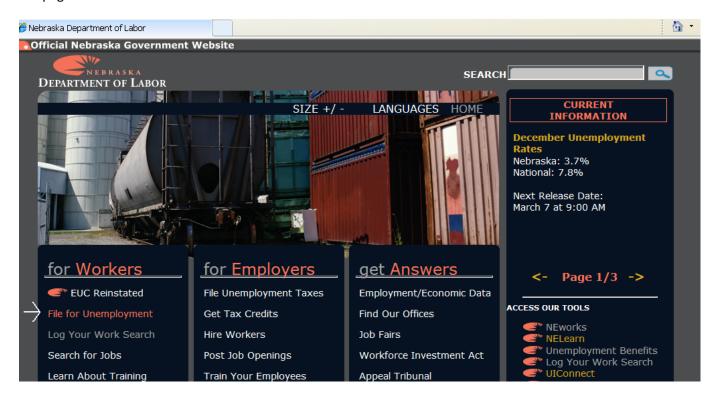
OR

2.) You may log your work search contacts during the week you make them, **before** you file your weekly claim. (For example, if you contact a potential employer on Wednesday, you can enter that contact in your work search log on the same day.)

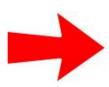
IMPORTANT: You will no longer be able to enter your work search contacts into the work search log AFTER you complete your weekly claim for unemployment benefits.

OPTION 1: LOG YOUR WORK SEARCH CONTACTS AT THE SAME TIME YOU FILE YOUR WEEKLY CLAIM.

Go to <u>dol.nebraska.gov</u> and choose "File for Unemployment" under the "for Workers" heading on the left side of the page.

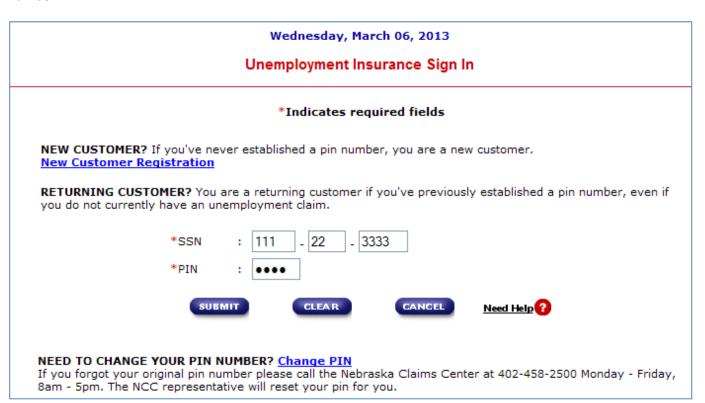


When you arrive at the "Welcome" page shown below, choose the "File a Weekly Claim" link.



Welcome	
FILE A CLAIM	File a New Initial Claim, Re-Open an existing Claim.
FILE A WEEKLY CLAIM	File a Weekly Claim, Complete Work Search Log.
CHANGE YOUR CLAIM INFORMATION	Change your PIN number, payment method and/or direct deposit bank information, federal tax withholding, or address/phone.
VIEW YOUR CLAIM INFORMATION	View payment information and claim balance; view 1099 tax statement.
FILE AN APPEAL	Disagree with a determination on your claim? File an appeal.
FAQ	Frequently Asked Questions about Unemployment Benefits.

The logon page will then appear. Please log onto the website with your SSN (Social Security Number) and pin number.



On the "Unemployment Benefits - Main Menu" screen, choose the link "FILE A WEEKLY CLAIM FOR BENEFITS."

Unemployment Benefits - Main Menu

Choose an option below:



WEEKLY ACTIVITIES:

FILE A WEEKLY CLAIM FOR BENEFITS	Submit your weekly request for benefit payment.
RECORD WORK SEARCH CONTACTS	If required, enter your work search contacts for the current calendar week.

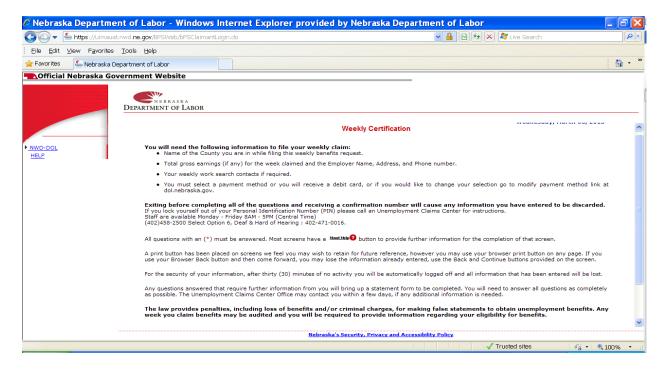
FILE A CLAIM:

FILE NEW UNEMPLOYMENT CLAIM	File your initial Unemployment Claim.	
REOPEN AN EXISTING UNEMPLOYMENT CLAIM	Use this link if your claim has closed because you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week. You must reopen your claim during the week in which you are requesting benefits for.	
FILE FOR EXTENDED UNEMPLOYMENT BENEFITS	File for additional benefits after your claim has exhausted.	

VIEW YOUR CLAIM INFORMATION:

VIEW PAYMENT INFORMATION AND	View payment history and claim balance. Payments are usually available through direct deposit or debit card approximately 2 business days after			
BALANCE	through direct deposit of debit card approximately 2 business days after			

You will be presented with some instructions on this screen below. Please read and then press the continue button at the bottom of the page.



Enter the requested information on this screen below and press the Continue button.

Weekly Certification - Wage Information *Indicates required fields			
	You are claiming for the week: 02	/24/2	013 thru 03/02/2013
1.	*During the week listed above, did you work?	:	O Yes O No
	If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount.	:	
2.	*County where filing today	:	-Select County-
	CONTINUE	1	Need Help?

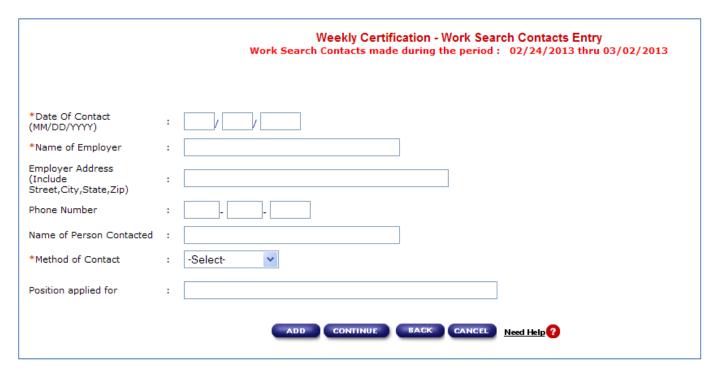
You will be presented with several yes or no questions. Answer the questions truthfully and select the "Continue" button. (Please note the order of weekly claim questions has changed. Read the questions carefully.)

	Weekly Certification - Eligibility Information *Indicates required fields		
	You are claiming for the week: 02/24/2013 thru 03/02/2013		
1.	* Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons.	:	O Yes O No
2.	*Were you physically able to work four or more days during the week?	:	O Yes O No
3.	*Did you refuse an offer to work or a referral to a job?	:	O Yes O No
4.	*Did you begin school or did your class schedule change?	:	O Yes O No
5.	*Did you begin receiving Pension benefit, or did the amount of your benefit change?	:	O Yes O No
6.	*Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus?	:	O Yes O No
7.	*Did you make at least two contacts with employers in an attempt to obtain employment?	:	O Yes O No
	CONTINUE BACK CANCEL Need Help?		

The following screen will appear. To add a work search contact, choose the "Add" button. This will be your last opportunity to report your work search contacts for the week.

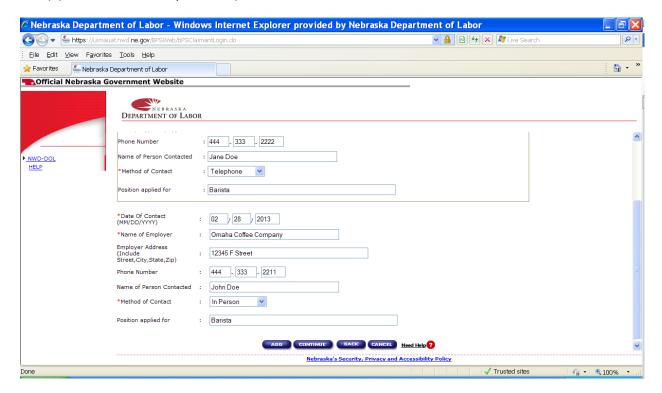
Weekly Certification - Work Search Log Work Search Contacts made during the period: 02/24/2013 thru 03/02/2013
Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. You stated that you made your required work search contacts.
 Below are the work search contacts that you have logged throughout the week. You may edit these records directly on this page.
 Add all additional work search contacts for the week being claimed using the "ADD" button at the bottom of the screen.
 Certify each work search contact by selecting the "CERTIFY" button to the right of the contact. By certifying your work search contact, you are stating that this is a valid contact. If you do not wish to certify a contact, you may select the delete button to have it removed.
• If you do not wish to provide work search information, select the check box indicating, "I choose not to provide work search information".
 Failure to provide valid work search information may result in your claim being disqualified for the week above.
 Once all of your work search contacts have been entered, select the "CONTINUE" button to move to the next page.
Additional information can be found under the "NEED HELP" Button at the bottom of the screen.
☐ I choose not to provide Work Search Information
ADD CONTINUE BACK CANCEL Need Help?

Enter the requested information and select the "Add" button.

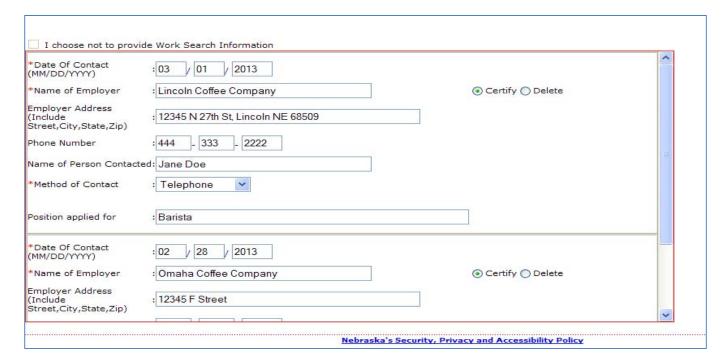


A second screen will display what you just entered and also prompts you to enter another contact.

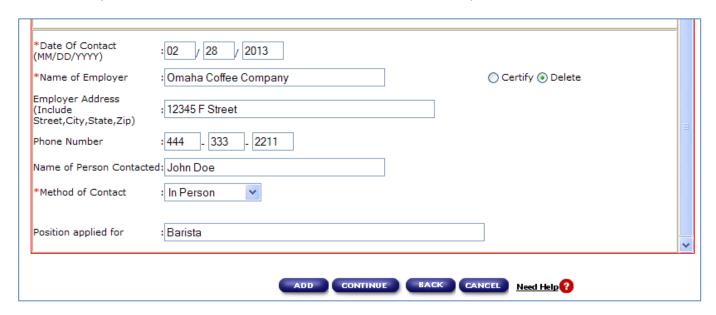
After you have entered all your job contacts for the week, select the "Continue" button. You may enter as many work search contacts as you wish. (Most claimants, if required to make work search contacts, must enter at least two (2) different contacts per week.)



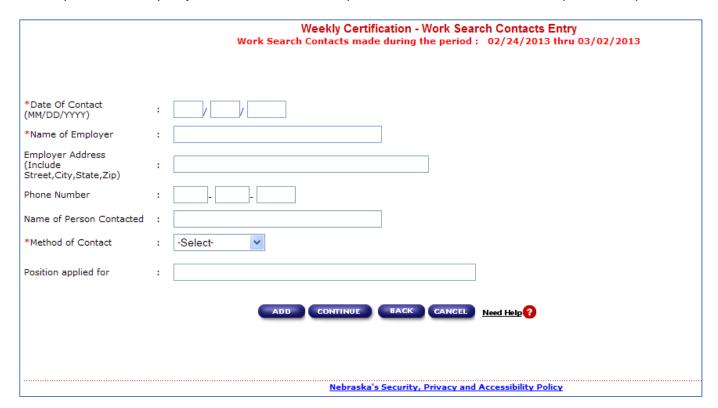
On the next screen, you have an opportunity to review the work search contacts you entered. If you are satisfied that the information is correct, choose "Certify." Then select the "Continue" button at the bottom of the page.



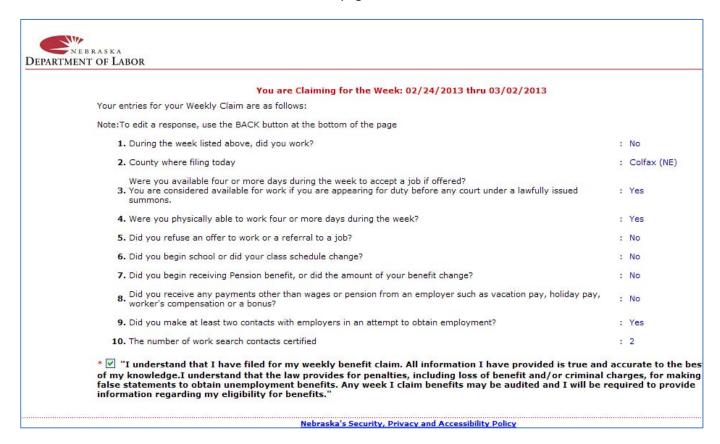
If you are not satisfied the information is correct, you may edit the screen and then click "Certify." If you wish to eliminate this job contact, choose "Delete." Then select the "Add" button if you wish to add another contact.



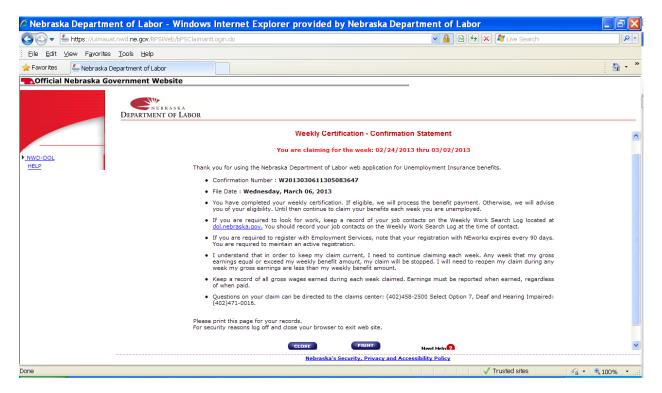
You may then re-enter your job contact information, if you chose to delete a contact in the previous step.



Once you have completed your work search information, you are presented with a confirmation of all your entries for your weekly claim. Please read the "I understand . . ." statement at the bottom of the page and check the box. Then select the "Submit" button at the bottom of the page.



You will then view a confirmation page. You may print this page if you wish.



OPTION 2: LOG YOUR WORK SEARCH DURING THE BENEFIT WEEK

STEP 1: After logging into your account at dol.nebraska.gov, you will be presented with the following menu shown below. Select "RECORD WORK SEARCH CONTACTS."

Unemployment Benefits - Main Menu

Choose an option below:

WEEKLY ACTIVITIES:



TEETE TOTALIZED	
FILE A WEEKLY CLAIM FOR BENEFITS	Submit your weekly request for benefit payment.
RECORD WORK SEARCH CONTACTS	If required, enter your work search contacts for the current calendar week.

FILE A CLAIM:

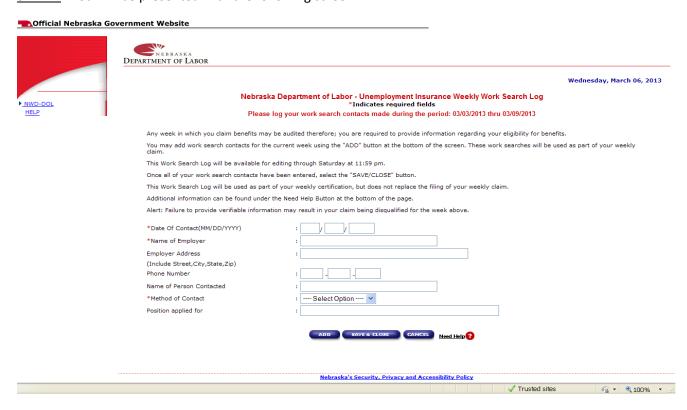
FILE NEW UNEMPLOYMENT CLAIM	File your initial Unemployment Claim.
REOPEN AN EXISTING UNEMPLOYMENT CLAIM	Use this link if your claim has closed because you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week. You must reopen your claim during the week in which you are requesting benefits for.
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VIEW YOUR CLAIM INFORMATION:

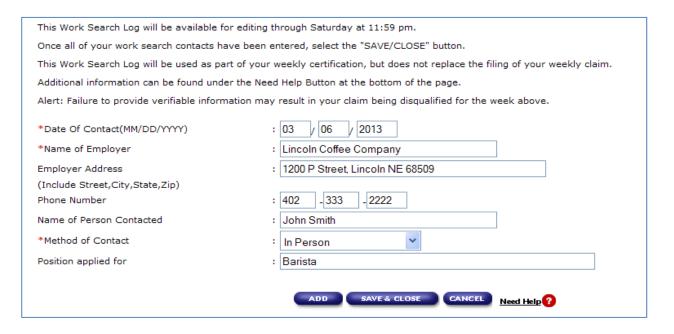
VIEW PAYMENT INFORMATION AND	View payment history and claim balance. Payments are usually available through direct deposit or debit card approximately 2 business days after
BALANCE	through direct deposit or debit card approximately 2 business days after

NOTE: This link, "Record Work Search Contacts," is open for the calendar week until 11:59pm on Saturday. All contacts entered via this link will transfer to the work search log during your weekly certification and will be shown to you. For example, for the calendar week ending Saturday, 3-23-2013, you may enter two work search contacts on Wednesday, 3-20-2013. Then, if you file your weekly claim on Sunday, 3-24-2013 for the benefit week ending 3-23-2013, those work search contacts entered on Wednesday, 3-20-2013 will display during the weekly claim. You have the opportunity to "Certify" or "Delete" these contacts during your weekly claim. As a condition of eligibility, most claimants are required to log and certify at least two work search contacts per week.

STEP 2: You will be presented with the following screen.



Please fill out all requested information. The red asterisk * indicates a required field. After entering the information, select "ADD" to add another employer. If you are finished logging your work search, select the "Save and Close" button.



When you file your weekly claim, the work search you logged during the Benefit week will be displayed to you as part of the weekly claim process. During your weekly claim, you will "Certify" or "Delete" the contacts you logged during the week as shown on pages 6-7 of this handout.